

RECIPROCAL REGISTRATION

INSTRUCTIONS

If a person is a Registered Architect in another state and wants to obtain an architectural registration in the State of Rhode Island, that person must follow the following instructions.

1. Go to the National Council of Architectural Registration Boards' (NCARB) website www.ncarb.org,
2. In the Orange Header - click "Reciprocity",
3. In the middle of the page – click "Record Services Log-on Page",
4. Enter that person's "Council Record Number and Password",
5. Click on "Transmittal Instructions and Forms",
6. Click on "Rhode Island",
7. Follow the specific instructions,
8. Be sure to scroll down the whole page and follow the instructions in what to submit to NCARB and what to submit to the Rhode Island Board,
9. Once the reciprocal application and NCARB record is received, the application and record will be presented to the Board at their next regularly scheduled meeting. The Board meets every third Wednesday of the month.
10. In the approval package, there will be an application for Certificate of Authorization to Practice Architecture as a Sole Proprietorship, Partnership, Limited Liability Partnership, Corporation or Limited Liability Company.
11. This application must be submitted for review by the second Wednesday of the month in order to be reviewed at the Board's meeting on the third Wednesday of the month.
12. **Please remember that in order to practice or offer to practice architecture in the State of Rhode Island, a person must hold two separate registrations, an individual architectural registration and a Certificate of Authorization.**